



# Medical Office Support Career Technical Training Area

## Health Care Career Pathway

### Medical Office Support

**The Job Corps Medical Office Support career training program takes 8 to 12 months to complete and allows students to train in one of the following specialty areas:**

- **Medical Administrative Assistant**
  - Computer skills
  - General office skills
  - Scheduling
  - Records management
  - Health insurance
  - Financial records
  - Public relations
  - Telephone procedures
- **Billing and Coding Specialist**
  - Insurance terminology
  - Medical terminology
  - Medical documentation
  - Computer skills
  - Billing and collections
  - Health insurance plans
  - Insurance claims and processing
- **Medical Transcriptionist**
  - Medical terminology
  - Basic anatomy/physiology

- Disease processes
- Grammar and punctuation
- Medical records law and ethics
- Medical reports
- Transcription topics

### Certification:

Students who complete a Job Corps training program are eligible to receive a nationally recognized certificate of completion.

### Steps to certification:

Before completing a Medical Office Support training program, students should:

- Have the basic math and reading skills necessary to perform the job.
- Complete the core curriculum and pass all written and performance tests.
- Have either a high school diploma or the equivalent.

### Average length of training:

8 to 12 months

### The salary range for various careers in Medical Office Support is:

\$27,000 to \$41,500/year

## THE BENEFITS OF JOB CORPS

**Industry-recognized certification • Hands-on training and internships • Housing, meals, and basic medical care • Earn while you learn: Biweekly living allowance • Administered by the U.S. Dept. of Labor**

### What is Job Corps?

- **A residential career training program**
- **Your path to a career in a high-growth industry**
- **A place to earn your high school diploma or GED**
- **Career counseling and support after graduation**



*Career Technical Training programs vary at different Job Corps centers.*

Administered by the U.S. Department of Labor, Job Corps is the nation's largest career technical training and education program for students ages 16 through 24. Job Corps is a U.S. Department of Labor Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY telephone number is (877) 889-5627.